

**Part A – State Library Agency Identification**

001 StLA Name \_\_\_\_\_

**Physical location address:**

002 Street \_\_\_\_\_

003 City \_\_\_\_\_

004 State \_\_\_\_\_ 005 ZIP \_\_\_\_\_ 006 ZIP+4 \_\_\_\_\_

**Mailing Address:**

007 Street \_\_\_\_\_

008 City \_\_\_\_\_

009 State \_\_\_\_\_ 010a ZIP \_\_\_\_\_ 010b ZIP+4 \_\_\_\_\_

011 Web address : http:// \_\_\_\_\_

**Chief Officer of State Library Agency:**

012 Name \_\_\_\_\_

013 Title \_\_\_\_\_

014 Telephone \_\_\_\_\_

015 Fax \_\_\_\_\_

016 Internet \_\_\_\_\_

**Survey Respondent**

017 Name \_\_\_\_\_

018 Title \_\_\_\_\_

019 Telephone \_\_\_\_\_

020 Fax \_\_\_\_\_

021 Internet \_\_\_\_\_

**Reporting Period. Report data for State fiscal year 1998-1999 (except parts B&I)**

022 FY starting date (mm/dd/yyyy) \_\_\_\_\_

023 FY ending date (mm/dd/yyyy) \_\_\_\_\_

**StLA:**

**Date:**

**Fiscal Year:**

**Part B – Governance**

1. **What is the StLA's location in State government as of October 1, 1999? Specify either the Legislative or Executive branch and the appropriate location within the Executive Branch. If the StLA is located in the Executive branch, specify the appropriate information for you agency under independent agency or part of larger agency.**

**Branch of government:**

- 025 ☐ Legislative branch – Skip to question 2.  
☐ Executive branch – Skip information for your StLA, as appropriate:

**Independent agency** – Specify to whom the agency reports:

- 026 ☐ Governor – Skip to question 2.  
☐ Board/commission – Specify selection method:

- 027 ☐ Appointed by Governor  
028 ☐ Appointed by other official

**Part of larger agency** – Specify:

- 029 ☐ Department of education  
☐ Department of cultural resources  
☐ Department of state  
☐ Other agency  
Specify:  
030 \_\_\_\_\_

**StLA:**

**Date:**

**Fiscal Year:**

**Part C – Allied Operations, State Resource or Reference/Information Service Center, and State Center for the Book**

**2. Are any of the following allied operations combined with StLA? Select applicable items. Specify <Y>es or <N>o for each item. Do not report Library for the Blind and Physically Handicapped or State Center for the Book, or a contract with another library or other entity to provide a service on behalf of the StLA.**

- 040 ☐ State archives
- 041 ☐ Primary State legislative research organization
- 042 ☐ State history museum/art gallery
- 043 ☐ State records management service
- 044 ☐ Other allied operation.

Specify 045 \_\_\_\_\_

**3. Does the StLA contract with a local public library or academic library to serve as a state resource center or reference/information service center? Specify <Y>es or <N>o.**

046 ☐

**4. Does the StLA host or provide any funding to a State Center for the Book? Specify <Y>es or <N>o.**

047 ☐

StLA:

Date:

Fiscal Year:

**Part D – Services to Libraries and Systems**

**5. Which of the following services are provided directly or by contract by the StLA to libraries or systems? Specify <Y>es or <N>o for each service, for each type of library and systems.**

Services to libraries and systems		Type of library				
		Public (a)	Academic (b)	School (c)	Special (d)	Systems (e)
048	Accreditation of libraries					
049	Administration of LSTA grants					
050	Administration of State aid					
051	Certification of librarians					
052	Collection of library statistics					
053	Consulting services					
054	Continuing education programs					
055	Cooperative purchasing of library materials					
056	Interlibrary loan referral services					
057	Library legislation preparation/review					
058	Library planning/evaluation/research					
059	Literacy program support					
060	OCLC Group Access Capability (GAC)					
061	Preservation/conservation services					
062	Reference referral services					
063	Retro conversion of bibliog records					
064	State standards/guidelines					
065	Statewide public relations/library promotion campaigns					
066	Summer reading program support					
067	Union list development					
068	Universal Service Program (review and approval of technology plans)					

StLA:

Date:

Fiscal Year:

**Part E – Public Service Hours, Outlets, and User Groups**

**6. Enter the total hours open in a typical week for all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees, by the following categories:**

077 Total hours / week \_\_\_\_\_  
 078 Monday – Friday after 5:00 p.m. \_\_\_\_\_  
 079 Saturday and Sunday \_\_\_\_\_

**7. Enter the total number of StLA outlets by type, regardless of whom they serve:**

082 Main or central outlet \_\_\_\_\_ 084 Bookmobiles \_\_\_\_\_  
 083 Other outlets, excluding bookmobiles \_\_\_\_\_ 085 TOTAL OUTLETS \_\_\_\_\_

**8. Enter the number of StLA outlets that serve the following user groups, in whole or in part, by type of outlets.**

User Groups		Type of outlet			
		Main or Central outlet (a)	Other outlets, excluding book-mobiles (b)	Book-mobiles (c)	TOTAL OUTLETS (d)
086	Blind/physically handicapped individuals				
087	Residents of state correctional institutions				
088	Residents of other state institutions				
089	State government employees (executive, legislative, or judicial)				
090	General public				

StLA:

Date:

Fiscal Year:

**Part F – Collections**

**9. Enter the total number of volumes or physical units in the following selected formats in all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees.**

	<b>Selected formats</b>	<b>Number</b>
091	Book and serial volumes (exclude microforms)	
092	Audio materials	
094	Video materials	
095	Serial subscriptions (titles, not individual issues) (exclude microforms)	
096	Government documents (include only government documents not accessible through the library catalog and not reported elsewhere)	

**10. Does the StLA maintain a general collection? Specify <Y>es or <N>o.**

097 \_\_\_\_

**11. Is the StLA designated as a Federal or State depository library for government documents? Specify <Y>es or <N>o for each item.**

106 \_\_\_\_ State depository library

107 \_\_\_\_ Federal depository library – Specify <Y>es or <N>o for each item:

108 \_\_\_\_ Regional

109 \_\_\_\_ Selective

**StLA:**

**Date:**

**Fiscal Year:**

**Part G – Library Service Transactions**

**12. Enter ANNUAL totals for the following types of service transactions in all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees.**

<b>Service transactions</b>		<b>Number</b>
110	Circulation (Exclude items checked out to another library)	
111	Interlibrary loan/document delivery: Provided to other libraries	
112	Received from other libraries and document delivery services	
113	Reference transactions	
114	Library visits	

**Part H – Library Development Transactions**

**13. Enter ANNUAL totals for the following types of library development transactions of the StLA.**

<b>Library development transactions</b>		<b>Number</b>
115	LSTA and State grants: Grants monitored	
116	On-site monitoring visits	
117	Continuing education programs: Number of events	
118	Total attendance at events	

StLA:

Date:

Fiscal Year:

## Part I – Staff

14. Enter total StLA staff in FTE's (to 2 decimal places) by position and service on the payroll as of October 1, 1999. Include unfilled but budgeted positions.

	Type of service	Librarians with ALA- MLS (a)	Other profession- als (b)	Other paid staff (c)	TOTAL STAFF (d)
119	Administration				
	Library development:				
120	Public library				
121	School library media center				
122	Academic library				
123	Special library				
124	Other library development				
125	TOTAL LIBRARY DEVELOPMENT				
	Library services:				
126	Public services				
127	Technical services				
128	Other library services				
129	TOTAL LIBRARY SERVICES				
130	Other services				
131	TOTAL STAFF				

15. Enter the number of StLA staff in FTE's (to 2 decimal places), by position and selected staff specialty, on the payroll as of October 1, 1999. Include unfilled but budgeted positions.

	Selected staff specialty	Librarians with ALA- MLS (a)	Other profession- als (b)	Other paid staff (c)	TOTAL STAFF (d)
132a	Administration of LSTA grants				
132b	Administration of State aid				
133	Automation / electronic network development / telecommunications				
134	Blind and physically handicapped services				
135	Children's/young adult services				
136	Institutional library services				
137	Library statistics				
138	Literacy program support				
139	Marketing/communications				



StLA:

Date:

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16. Enter total StLA staff by position, gender, and full-time status, on the payroll as of October 1, 1999. Exclude unfilled but budgeted positions.

	Position, gender, and full-time/part-time status	Librarians with ALA-MLS (a)	Other professionals (b)	Other paid staff (c)	TOTAL STAFF (d)
152a	Men (full-time)				
152b	Men (part-time)				
153a	Women (full-time)				
153b	Women (part-time)				

### Part J – Income

17. Enter total StLA income, by source and type of income. Exclude carryover funds. Include income for allied operations only if it is part of StLA budget.

	Federal income	Amount
154	LSTA (Library Services and Technology Act) State Programs	
155	Other Federal income:	
156	Specify program(s) and title(s): _____	
157	TOTAL FEDERAL INCOME	

	State and other income	Amount
	State Income	
167	StLA operation	
168	State aid to libraries	
169	Other State income	
170	TOTAL STATE INCOME	
171	Other income	
172	TOTAL INCOME	

StLA:

Date:

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## Part K – Expenditures

18. Enter total StLA expenditures, by source and type of expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the expenditures are from the StLA budget.

Operating expenditures		Amount by source			
		Federal (a)	State (b)	Other (c)	TOTAL (d)
173	Salaries and wages				
174	Employee benefits				
175	TOTAL STAFF EXPENDITURES				
176	Collection expenditures				
177	Other operating expenditures				
178	TOTAL OPERATING EXPENDITURES				
<b>Financial assistance to libraries and systems</b>					
179	Individual public libraries				
180	Public library systems				
181	Other individual libraries				
182	Multitype library systems				
183	Single agency or library providing statewide service				
184	Library construction				
185	Other assistance				
186	TOTAL FINANCIAL ASSISTANCE				
<b>Other expenditures</b>					
187	Capital outlay				
188	Other expenditures				
189	TOTAL EXPENDITURES				

**StLA:****Date:****Fiscal Year:****Part L – LSTA State Program Expenditures**

**19. Enter total LSTA state program expenditures, by type of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.**

	<b>Type of expenditure</b>	<b>Amount</b>
190	Statewide service (exclude sub-grants to single libraries or agencies providing statewide services)	
191	Grants (include sub-grants to single libraries or agencies providing statewide services)	
192	LSTA administration	
193	TOTAL LSTA EXPENDITURES	

**20. Enter total LSTA state program expenditures, by use of expenditures. Report expenditures in one and only one category. These expenditures should also be reported in Part K.**

	<b>Use of expenditure</b>	<b>Amount</b>
194	Electronic networking/electronic access	
195	Services to persons having difficulty using a library	
196	Services to children in poverty	
197	LSTA administration (must equal amount reported in 192)	
198	TOTAL LSTA EXPENDITURES (must equal amount reported in 193)	

**Part M – Allied Operations Expenditures**

**21. Enter total expenditures from the StLA budget for the allied operations listed in Part C. These expenditures should also be reported in Part K.**

	<b>Operating Expenditures</b>	<b>Amount</b>
201	Total staff expenditures	
202	Other operating expenditures	
203	TOTAL OPERATING EXPENDITURES	
204	Capital outlay	
205	TOTAL EXPENDITURES	

StLA:

Date:

Fiscal Year:

**Part N – Electronic Services and Information (a)**

**22. Does the StLA support any of the following electronic networking functions at the state level? Specify <Y>es or <N>o for each item.**

206 ☐ Electronic network planning or monitoring

207 ☐ Electronic network operation

Database development – Specify:

208 ☐ Bibliographic databases

209 ☐ Full text or data files

**23. Does the StLA support library access to the Internet in any of the following ways? Specify <Y>es or <N>o for each item.**

210 ☐ Training or consultation for participation

211 ☐ Subsidy for participation

212 ☐ Providing equipment

213 ☐ Providing access to directories, databases, or online catalogs via the Internet

214 ☐ Managing a gopher/Web site, file servers, bulletin boards, or listservs

**24. What is your StLA's fastest Internet speed of connection? Select one. Specify speed if Other Speed is selected.**

215 \_\_\_\_\_ 216 Specify \_\_\_\_\_

**25. Enter the number of Internet workstations available for public use in all StLA outlets that serve the general public.**

220 Internet workstations available to general public \_\_\_\_\_

**26. Does the StLA receive and respond to reference questions through the Internet? Specify <Y>es or <N>o.**

221 ☐

**27. Does the StLA, either on its own or in partnership with other agencies in the state, provide or facilitate access for other libraries in the state to on-line databases through subscription, lease, license, consortial membership, or agreement? Specify <Y>es or <N>o.**

222 ☐

**28. How much does the StLA expend for statewide database licensing, by source of expenditures? These expenditures should also be reported in Part K.**

	<b>Federal (a)</b>	<b>State (b)</b>	<b>Other (c)</b>	<b>TOTAL (d)</b>
223 Statewide database Licensing	_____	_____	_____	_____

StLA:

Date:

Fiscal Year:

**29. Which user groups are covered by the statewide database licenses paid for by the funds reported in question 28? Specify <Y>es or <N>o for each item.**

- 224 ☐ Public libraries  
225 ☐ Academic libraries  
226 ☐ School library media centers  
227 ☐ Special libraries  
228 ☐ Library cooperatives  
229 ☐ Other state agencies

**30. Do your statewide database licenses paid for by the funds reported in question 28 cover access for remote users? Specify <Y>es or <N>o.**

230 ☐

**31. Does the StLA facilitate or subsidize electronic access to the holdings of other libraries in the state in any of the following ways? Specify <Y>es or <N>o for each item.**

- 231 ☐ CD-ROM union catalog  
232 ☐ OCLC participation (GAC, retrospective conversion)  
233 ☐ Telnet gateway  
234 ☐ Web-based union catalog (statewide, multistate, regional)  
235 ☐ Z39.50 gateway (regional, multitype)  
236 ☐ Other type of electronic access  
237 ☐ Specify \_\_\_\_\_

**32. Is the StLA an applicant for the Universal Service (E-rate discount) program? Specify <Y>es or <N>o.**

238 ☐

### Part O – Public Policy Issues

**33. Enter total grants and contracts expenditures by the StLA to assist public libraries in responding to a state education reform initiative or the National Education Goals in the following areas:**

		Amount
239	Readiness for school	
240	Adult literacy	
241	Lifelong learning	